

1. Login to the website using your My BackPack user name and password.
2. Go to the Calendar – gray calendar tab on the left of the screen.
3. Click the Green ical Button (located next to the printer icon).
4. Highlight and copy the **Webcal URL** link that appears (illustrated below).

Click the calendar tab or the “More” drop down menu to select the calendar to export.

The screenshot shows the 'Calendar' page of the Lakeview Academy website. At the top, there are tabs for 'All School', 'All Assemblies and Clubs', and a 'More' dropdown menu. Below the tabs is a search bar labeled 'Search within Events' and a 'Find' button. To the right of the search bar are buttons for 'Save This View' and 'Manage'. Below the search bar are buttons for 'Day', 'Week', and 'Month' views. The main calendar grid shows events for February 20th. A blue arrow points to the 'More' dropdown menu. A callout box highlights the 'iCal' and 'vCal' export options, showing the 'Webcal URL' and 'Feed URL' for the selected calendar.

Calendar
All School | All Assemblies and Clubs | More ▼

Save This View | Manage

Search within Events | Find

Day | Week | Month ▼

Filter Results By:
Show Filter Options

iCal
Calendar (Displays today and 12 future months)
Export iCalendar Data

Feed URL: <http://www.lakeviewacademy.com/podium/feed/iCal..>

Webcal URL: <webcal://www.lakeviewacademy.com/podium/feed/iC>

vCal
Export To vCal

5. Email that link to yourself.
6. Open that email and click on the link **directly from your phone**.